



## STATE OF NEW JERSEY

BUREAU OF PURCHASE  
33 WEST STATE ST 8TH FL TRENTON, NJ 08625-0230  
PROFESSIONAL CONTRACTCONFERENCE, BANQUET, AND HOTEL  
FACILITY RENTAL STATEWIDENUMBER : A65347  
DATE : 04/07/06  
BUYER : DOREICA HOLT  
PHONE : (609) 633-3907  
EFFECTIVE DATE : 04/07/06  
EXPIRATION DATE : 04/06/08  
T-NUMBER : T0364  
CONTRACTOR : MERCER CO COMMUNITY COLLEGE

PAGE: 1

MERCER CO COMMUNITY COLLEGE  
CONFERENCE CENTER  
1200 OLD TRENTON RD/POB B  
TRENTON NJ 08690-1099VENDOR NO. : 221804242 09  
VENDOR PHONE : (609)639-0908  
FEIN/SSN : 221804242  
REQ AGENCY : 822050  
BUREAU OF PURCHASE  
AGENCY REQ NO. :  
PURCH REQ NO. : 1029301  
FISCAL YEAR : 06  
COMMODITY CODE : 97165  
SOLICITATION # : 37162  
BID OPEN DATE : 02/28/06

TERM CONTRACT FROM: 04/07/06 TO: 04/06/08 ESTIMATED AMOUNT: \$ .00

1. ORDERING PERIOD: CONTRACT BEGINNING ORDERING PERIOD IS:04/07/06  
CONTRACT ENDING ORDERING PERIOD DATE IS:04/06/08
2. F.O.B. POINT: DESTINATION
3. DELIVERY: DELIVERY WILL BE MADE WITHIN AS SPECIFIED ELSEWHERE UNLESS  
SPECIFIED DIFFERENTLY ON EACH LINE OR UNLESS AN ALTERNATE  
DELIVERY SCHEDULE IS INDICATED. AN ALTERNATE DELIVERY  
SCHEDULE IS ENCLOSED HEREIN: YES
4. CASH DISCOUNT TERMS: CASH DISCOUNT TERMS ARE 00.00% DAYS.
5. PERFORMANCE BOND: PERFORMANCE BOND REQUIRED: NO ; DATE REQUIRED 00/00/00  
AMOUNT \$0 ; PERCENT OF CONTRACT 0.00%
6. RETAINAGE: RETAINAGE PERCENT IS 0.00%
7. COOPERATIVE PROC: THIS CONTRACT IS AVAILABLE FOR POLITICAL SUBDIVISION USE UNDER  
THE COOPERATIVE PROCUREMENT PROGRAM NO
8. BID REFERENCE NO: YOUR BID REFERENCE NUMBER IS:
9. AWARDED LINES: YOU WERE AWARDED 1 LINES FROM THE SOLICITATION NUMBER 37162 .  
THESE LINES ARE INCLUDED AS A PART OF THIS CONTRACT.

ALL TERMS AND CONDITIONS AS A PART OF SOLICITATION NUMBER 37162 INCLUDING ANY ADDENDA  
THERETO AND ALSO INCLUDING THE BIDDER'S PROPOSAL AS ACCEPTED BY THE STATE ARE  
INCLUDED HEREIN BY REFERENCE AND MADE PART HEREOF EXCEPT AS SPECIFIED HEREINTHIS IS NOTICE OF ACCEPTANCE BY THE DIRECTOR OF THE DIVISION OF PURCHASE AND  
PROPERTY ACTING FOR AND ON BEHALF OF THE STATE OF NEW JERSEY, OF THE OFFER  
REFERENCED ABOVE BY YOUR FIRM WHOSE NAME AND ADDRESS APPEAR ABOVE.  
BUYER4-10-06  
DATE

\*\*\* ORIGINAL SIGNED \*\*\*

FOR DIRECTOR  
DIVISION OF PURCHASE AND PROPERTY  
DATEUSING AGENCIES CANNOT PROCESS INVOICES FOR PAYMENT OF DELIVERED  
GOODS AND/OR SERVICES UNTIL THE PROPERLY EXECUTED BOND HAS BEEN  
RECEIVED AND ACCEPTED BY THE PURCHASE BUREAU.

PURCHASE BUREAU (FILE COPY)

PRICE SHEET		PROFESSIONAL CONTRACT			
BUREAU OF PURCHASE PURCHASE BUREAU STATE OF NEW JERSEY 33 WEST STATE ST 8TH FL PO BOX 230 TRENTON NJ 08625-0230		NUMBER : A65347 T-NUMBER : T0364  CONTRACTOR: MERCER CO COMMUNITY COLLEGE			PAGE  2
LINE NO.	COMMODITY/SERVICE DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE OR PERCENT DISCOUNTS	EXTENDED AMT IF APPLICABLE
00001	UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: R1 STATE-WIDE ONLY  COMMODITY CODE: 971-65-015726 [ROOM RENTAL OR LEASE FOR CONFERENCES,...]  ITEM DESCRIPTION: CONFERENCE, BANQUET AND HOTEL FACILITY RENTAL.  THIS PRICE LINE IS FOR STATE AGENCY USE ONLY. THE USING AGENCY SHALL USE THIS PRICE LINE FOR ALL PURCHASE ORDERS AND PAYMENT ACTIVITY FOR THIS CONTRACT. THE USING AGENCY SHALL FOLLOW SELECTION PROCEDURES THAT WILL BE IN THE NOTIFICATION OF AWARD (NOA) FOR METHOD OF ENGAGEMENT. CONFIRMATION TO THE CONTRACTOR SHALL BE VIA PURCHASE ORDER FOR SPECIFIC EVENTS AS NOTED IN WRITTEN QUOTES SUBMITTED WITH THE BID PROPOSAL. PRICES ON THE WRITTEN QUOTES CANNOT EXCEED MAXIMUM RATE SUBMITTED BY THE CONTRACTOR WITH THE BID PROPOSAL AND CONTAINED IN THE NOA. THE USING AGENCY SHALL ENTER THE TOTAL QUOTE PRICE AS "CATALOG" PRICE WITH A NET OR ZERO DISCOUNT.	1	EACH	NET	

New Jersey Conference, Banquet and Hotel  
Facility Rental Statewide

Bid Number: 06-X-37162

Submitted by:  
Mercer County Community College  
The Conference Center  
2/28/06

**3.6.2 Audio, Video Requirements**

Ceiling Mounted Proj. System (all inclusive)	\$250.00
LCD Projector	\$200.00
CD/DVD with monitor	\$75.00
VCR with monitor	\$75.00
Audio Cassette Player	\$25.00
Document Camera	\$50.00
Overhead Projector (std)	\$25.00
Overhead Projector (high intensity)	
Wireless Microphone	\$50.00
- additional microphone	
Wired microphone (handheld)	\$15.00
Wired microphone (lav)	\$15.00
Slide Projector (35mm)	\$40.00
Laser Pointer	\$15.00
SmartBoard	\$95.00
Additional Flip Chart	
Teleconferencing/Speaker phone	\$70.00
Laptop/Desktop Computer	\$65.00
Software installation/server	\$40.00/hr (8 hr. min.)
Network setup	\$60.00 hour
Audio taping (Digital audio tape)	
Set up fee	\$100.00
Taping	\$75.00/hr
Duplication	
Video Taping	
Single Camera	\$250.00/hr
Multicamera	
Duplication	
Videoconferencing	\$300.00/hr ++

IP

ISDN

Multi-point

Director controlled

**Satellite Teleconferencing**

Downlink

\$250.00/1<sup>st</sup> hr

\$100.00/2<sup>nd</sup> hr

\$50.00/each

add. hr.

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### 3.7 Optional Services

The Conference Center at Mercer will provide the following services at no cost to the State:

- a) Conference Scheduling – as it applies only to locations on the College campus
- b) Coordination service – as it applies to internal staff only
- c) Copy machine services – limited to 20 pages
- d) Facsimile machine services – limited to local calls – 20 pages
- e) Reception assistance
- f) Coat room services – coat racks will be made available

# BIDDERS DATA SHEET

Facility Information  
06-X-37162

The bidder shall provide the following information

- 1) Indicate below if the facility is in compliance with the American Disabilities Act and/or the NJ Barrier Sub-code.

☒ American Disabilities Act

☐ NJ Barrier Sub code

☐ Both

- 2) Facility popular brand name: The Conference Center at Mercer / Mercer County College

- 3) Street address: 1200 Old Trenton Road  
West Windsor NJ 08550

- 4) Telephone number: (609) 586-4800 Facsimile number: (609) 890-6338

- 5) Federal Identification Number (FEIN #): 22 180 4242

- 6) Name of person to contact for this contract: Frank Di Bella

- 7) Contact telephone number: (609) 586-4800 x3977 Facsimile number: (609) 890-6338

- 8) Contact email address (optional): dibella@mccc.edu

- 9) Number of guest rooms for overnight lodging: NONE

- 10) Regional location of the facility: ☐ Northern ☒ Central ☐ Southern

- 11) Provide the facility's confirmation and cancellation policy below or provide policy separately. Policy must be submitted with the bid proposal.

If Contracting Party cancels 30 days or less in advance  
of event, MCCC shall retain as liquidated damages  
cost of event. Cancellations less than 5 days in  
advance of event shall also include food cost.

12) Provide the procedures for requesting special dietary meals:

Event Planner must be contracted with request details  
in writing/email 5 days prior to event date

#### AUDIO, VIDEO INFORMATION

1) Does your facility have an exclusive arrangement with an outside audiovisual contractor/equipment provider

☐ Yes

☒ No

If yes the following information shall be provided:

Name of audiovisual supplier: N/A

Address of supplier: \_\_\_\_\_

Supplier's Federal Identification Number (FEIN): \_\_\_\_\_

Suppliers telephone Number: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_

Name of supplier's contact person: \_\_\_\_\_

The bidder shall provide with the bid proposal all pricing for audiovisual services. These prices shall be firm through the term of the contract. If no prices for audiovisual services are submitted with the bid proposal and is offered to the State it will be at no cost to the State.

Basic Audio Visual provided Complimentary includes:

LCD projector

PC/laptop

One microphone per room

DVD or VCR

Screen

Transparency Overhead <sup>2</sup>projector  
High Speed Internet wired & wireless

Technician Support Will be charged at \$50.<sup>00</sup> per hour



**PRICING AND SUPPORTING DETAILS TO BE COMPLETED BY THE BIDDER**

**CONFERENCE, BANQUET, AND HOTEL FACILITY RENTAL**

**Bid Number 06-X-37759**

**Food Services Charges**

Refer to RFP Section 3.0 (Scope of Work) for requirements. The bidder shall provide the following food services charges:

Descriptions	Hours of Operation	Year 1	Year 2
Continental Breakfast	7 <sup>30</sup> AM - 10 AM	\$ 6.50	\$ 6.50
Plated Breakfast	7 <sup>30</sup> AM - 10 AM	\$ 11.95	\$ 11.95
Buffet Breakfast	7 <sup>30</sup> AM - 10 AM	\$ 8.95	\$ 8.95
AM Break	9 <sup>30</sup> AM - 11 <sup>15</sup> AM	\$ 4.50	\$ 4.50
Plated Lunch	12 - 2 PM	\$ 24.95 - 29.95	\$ 24.95 - 29.95
Buffet Lunch	12 - 2 PM	\$ 15.95	\$ 16.95
Box Lunch		\$ N/A	\$ N/A
PM Break	2 - 4 PM	\$ 6.50	\$ 6.50
Plated Dinner	5 - 9 PM	\$ 34.95 - 49.95	\$ 34.95 - 49.95
Buffet Dinner	5 - 9 PM	\$ 26.95 - 30.95	\$ 26.95 - 30.95
Snack Only	7 <sup>30</sup> AM - 9 PM	\$ 1.50 EA	\$ 1.50 EA
Evening Reception	5 - 9 PM	\$ 16.00 - 30.00	\$ 16.00 - 30.00
Gratuity and/or services charge rate	N/A	20 %	20 %

**Package Charge Rates**

The bidder may provide an alternate package pricing structure in the form of package rates. These charges, which are billed on a per person, per day basis are all inclusive of the following services required by the State for an event.

- ☐ Food (breakfast, AM break, lunch, PM break and dinner)
- ☐ Lodging
- ☐ Meeting rooms (all inclusive)
- ☐ Breakout rooms

If using the package price structure, the bidder must provide the following half day and full day per person package rate and the services charge (a.k.a. gratuity) rate must be enter below.



NO overnight  
rooms available

Package Charge Rates	Year 1	Year 2
Half day package rates	\$ N/A	\$ N/A
Full day package rates	\$ 69. <sup>00</sup> pp	\$ 69. <sup>00</sup> pp
Gratuity and/or services charge rate	includes the % gratuity	includes the % gratuity

### Half Day Meeting Room Rates

Seating Style	Room Name	Seating Capacity	Year 1	Year 2
Banquet			\$ _____	\$ _____
Classroom	Computer Labs 207, 208 + 217	16, 16 + 22	\$ 125. <sup>00</sup> per hr	\$ 125. <sup>00</sup> per hour
Crescent Rounds			\$ _____	\$ _____
Conference			\$ _____	\$ _____
Theater			\$ _____	\$ _____
U-shape			\$ _____	\$ _____
Other	Auditorium	220-250	\$ 200. <sup>00</sup> per hour up to 4 hrs.	\$ 200. <sup>00</sup> per hour up to 4 hours

### Full Day Meet Room Rates

The bidder shall provide the following full day meeting room rates. The bidder may attach this information but it must be indicate in the following.

Set Up is moveable + reconfigurable in all rooms except  
Auditorium + Computer Labs

Seating Style	Room Name	Seating Capacity	Year 1	Year 2
Banquet	125/126 (Flex I) Atrium	72 90-120	\$ 975	\$ 975
Classroom	116, 117 and 216	24	\$ 450. <sup>00</sup>	\$ 450. <sup>00</sup>
Crescent Rounds	214/215 (Flex II)	60	\$ 775. <sup>00</sup>	\$ 775. <sup>00</sup>
Conference	231	12	\$ 250. <sup>00</sup>	\$ 250. <sup>00</sup>
Theater	213	45	\$ 495. <sup>00</sup>	\$ 495. <sup>00</sup>
U-shape	122 + 123	22	\$ 350. <sup>00</sup>	\$ 350. <sup>00</sup>
Other Classroom	Auditorium	220-250	\$ 1195. <sup>00</sup>	\$ 1195. <sup>00</sup>

Classroom Computer Labs 16-22 125.<sup>00</sup> per hour \$ 125 per hour

#### Breakout Room Rates

The bidder shall provide following breakout room rates. These rooms shall be separate from the meeting rooms.

The bidder may attach this information but it must be indicate in the following.

	Year 1	Year 2
Half Day Breakout Room Rates	\$ 250. <sup>00</sup>	\$ 250. <sup>00</sup>
Full Day Breakout Room Rates	\$ 250. <sup>00</sup>	\$ 250. <sup>00</sup>

#### Exhibit Charges

The bidder shall provide exhibit charges below.

	Year 1	Year 2
Exhibit Table Space Rental	\$ 50. <sup>00</sup>	\$ 50. <sup>00</sup>
Exhibit Table Electric Charges	\$ included	\$ included

Wireless internet + electric included

The bidder shall submit all pricing with the bid proposal by completing the price sheets or the bidder may attach all applicable price lists. If the bidders submit attached pricing information it shall meet all the requirements of the bid proposal.